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18 November 1981

	MEMORANDUM FOR THE RECORD	
STÁT)	FROM: C	STAT
STAT		STAT
	SUBJECT: Reduction of File Holdings	
STAT	1. On 12 November 1981, C/IMS laid down the following guidelines for the reduction of inactive file holdings in	
	2. A long-term program will be established to provide for the reduction of inactive file holdings in Headquarters and in the Records Center (RC).	STAT
	a. As a first priority, inactive files should be destroyed, if they meet applicable criteria for destruction under the records disposition schedule.	
	b. As a second priority, if a given inactive file cannot be destroyed, a decision should be made at the time it is reviewed as to when it can be destroyed according to the records disposition schedule.	
STAT	c. It is recognized that the destruction process and the retirement process entail RMO actions, decisions by DO components, analyst actions, processing, and support. The additional workload and time required to undertake the necessary steps entailed by the destruction action are acceptable in keeping the destruction action at a higher priority than the retirement action.	
STAT [d. For purposes of planning the scope of the program, holdings in Headquarters and in RC should be regarded as one set with no greater priority attached to Headquarters over RC. Orderliness and efficient use of resources should be the over-riding factors in setting priorities.	
	e. Files in the time frame 1947 through 1962 should be attacked first. To speed the process of reduction of the holdings within this period, no particular emphasis will be placed on any one year. Whatever can be processed, should be.	
	f. The program will apply to both 201 files and files.	25X1
	g. If an inactive file cannot be destroyed, but can be retired, it will be retired to the RC. If an inactive 201 file cannot be destroyed, it should be microfilmed.	25X1
	h. No 201 files will be microfilmed unless they have been reviewed first according to the above criteria.	
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> SUBJECT: Reduction of File Holdings

- It is an additional, equally important, goal of this program to reduce index entries in the STAR system. of the program serves the purpose of updating the indexed holdings according to the current criteria, reducing the number of "hits" in name trace searches for external purposes, and reducing the workload related to tracing actions.
- As a principle, holdings in the RC should not contain indexed material.
- b. Documents which are in files processed for destruction or for retirement to the RC will be reviewed to determine whether they meet current indexing criteria. If so, those documents will be re-indexed into a new file. This new file will be located in A duplicate or cross-reference sheet ... for such a document will be placed in the retired holdings in RC.
- Instead of de-indexing each entry which no longer meets current criteria, computer programs will be developed to accomplish the actions expeditiously.
- Re-indexed documents in the new file will be held in paper until DORIC/W is available to make the destruction of these paper holdings more cost-effective.
- Beginning immediately, will launch a pilot project to accomplish the above-stated objectives.
- will draft a tentative, first-cut procedure which will be coordinated with The target date for completion of this draft is 1 January 1982.
- will allocate sufficient time to accomplish these objectives so that there is an optimal flow of material for processing.
- will provide at least two analysts on a full-time basis to this program during the pilot period. support will be provided to keep files flowing smoothly and to accomplish the destruction of files without accumulation of a backlog.
- d. Two of the analysts reviewing material for microfilming will be allocated to this project for use as their skills permit and to test the development of further skills for the program.

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SUBJECT: Reduction of File Holdings

e. The tentative draft procedure will be reviewed regularly for refinement and for monitoring progress with the committed level of resources.

f. The pilot period will last for six months, that is, with a target date of 30 June 1982. At that time a firm procedure will be adopted and the resource allocations will be made firm.

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	APPROVED:
STAT	
STAT	William F. Donnelly 724/72/
STAT	Distribution:

C/IMS - 1

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Comments - Memo for the Record dated 18 Nov. 81 - Reduction of File Holdings

Para. 2, item a.

File Destruction - this implies that whole file processing be accomplished via automated support - user input file number and the system generates necessary transactions.

Points to consider:

- The percentage of document abstracts for nonindexed documents prior to 1962 is very low thus the system (ALLSTAR) is not aware that the document exists. Thus the system cannot process.
- There are an estimated 3.5 million pre-1962 document abstracts.
- When processing entire files the volumes of 3. data processed by the user can be dramatically increased with the processing burden being placed on the system. As an example: 10 file destroys containing 200 documents each (no indexing) would be 10 user transactions and 2000 system transactions. Although this is the way it should be, it is not practical in the current system environment as we cannot update and retrieve at the same time. The retrieval (production system) is operational from 6 AM to 9 PM daily. Thus the transactions processed in one day is limited to the number that can be processed by File Maintenance and its associated processing within the time period of 10 PM - 6 AM. The current FM process for a normal day's work is approximately 3.5 hours.

Para. 2, item 5.

This implies that ALLSTAR records and software should be enhanced to record future file destruction/review dates.

Constitute for

Para. 2, item d.

ILLEGIB STAT Not sure exactly what this means to the automated system. ALLSTAR, for processing, accounting, speed, etc. has (active) material and Retired (RC) material separated. Could have an impact on system depending on data processing - i.e., file processing as opposed to document processing.

Para. 2, item e.

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1947 through 1962 - this time frame presents syste support problems in that this is the area where most records are not available in automated form.

Para 2., item f.

This could also imply system modification as the 201 and files are separate files which are supported and processed differently.

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Para. 3.

To meet objective "reduce workload related to tracing actions", all file or document updating information should be recorded in ALLSTAR whether a record currently exists or not.

Para. 3, item a.

I'm not sure what this means but if it is project "Eli" (retaining indexed doc's separately from abst. only or destroy abst. only) then it means problems - indexed in one location and non-indexed in another?

Para. 3, item b.

What if doc's filmed - Don't understand significance off being in COMET. Also this sounds something like the project "Eli" - if correct would require system changes and additional input to system. It doesn't reduce manual efforts, it increases them. The X-Ref sounds like another system change to support X-Ref with CARD.

Para. 3, item c.

Wow! This implies document processing rather than file processing which reduces system processing time and can be accomplished in a manageable way. Under Records Update this task would be easier to accommodate than in the current system. The volumes of data to be processed type problems exist

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but are less complex than whole file processing.

Para. 4.

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Depending upon final processing, recording, and priority agreements I don't believe the software will come close to meeting these target dates.

In general, a great deal of thought and planning should go into this process. Splitting index doc's from files presents all kinds of retrieval problems; whole file processing is virtually impossible in our current system.

resources are limited - priorities are:

Operational System Records Update COMET

These tasks currently consume all resources.

SUBJECT: (Optional)					
Reduction o	of File H	Holdings	EXTENSION	NO	
FROM:			EXTENSION	NO	
				7 December 1981	
TO: (Officer designation, room number, and building)	D	DATE		COMMENTS (Number each comment to show fro	
ounding)	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each	
DC/IMS (FYI)				This has been reviewed i	
2.				detail in and discuss a joint conference. are confident this is do-able	
3.		1 To 10 To 1		has already put four analysts on the first pilot p	
C/IMS	1-1	·		has begun two procedures.	
•				officer now is available refine procedures.	
5.					
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FORM 610 USE PREVIOUS EDITIONS

		14 4 1005					
		14 August 1985					
	MEMORANDUM FOR:	Chief, Management and Planning Group, IMS					
STAT	FROM:						
	SUBJECT:	Questions Relative to Directorate of Operations Records Disposition Programs					
	SUMMARY						
STAT	perceived to be disposition proc of Operations (D	ose of this memorandum is to document what is problems and/or questionable areas in records edures currently utilized within the Directorate 0). The intent here is not to provide but to provide information that can and should be the by IMS					
	BACKGROUND						
STAT STAT	2. A number of questions/problems have recently been raised by members of concerning procedural steps in the OPINT/OPACT Project Procedure (formerly the Review Procedure, dated 7 August 1984) and Review and Destruction Processing of Directorate of Operations (DO) Records Contained in the Agency Records Center Series, dated September 1982). The nucleus of their questions/problems in the OPINT/OPACT procedure evolve from their review of the pre-1962 documents for applying current indexing criteria to those documents. As part of the procedure, regardless of the final disposition of the file being reviewed (i.e., destruction or retirement), all documents are reviewed to determine if they meet current indexing criteria.						
STAT	long is it neces	he problems faced by the analyst is, how sary to retain an index record to a document? It review of a file authorized for destruction					
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STAT	4. The other area of concern to involves the review
	and destruction processing of DO records contained in the Records
STAT	Center (141b process). In this procedure is instructed to send all documents, with the exception of those that are Abstract Only, to DMB for review for reclassification or destruction. In
STAT	addition to the problems given in paragraph 3,is concerned about the Abstract Only documents that are automatically earmarked
STAT	for destruction by The concern is that although the documents did not meet indexing criteria when they initially entered the records system (in most cases in the 1950's and early 1960's), indexing criteria has changed as DO collection responsibilities have changed over the years (i.e., an emphasis has been placed on the collection of information concerning narcotics trafficking, terrorism, etc.).
	CONCLUSION
STAT	5. Although the problems and concerns raised by may appear insignificant, the overall quality of the DO records system is enhanced by ensuring that passessory information is raised.
STAT	is enhanced by ensuring that necessary information is maintained and superfluous information is extracted. In this regard, it is recommended that closely examine the problems and concerns raised herein and initiate appropriate action to put these problems and concerns to rest.
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